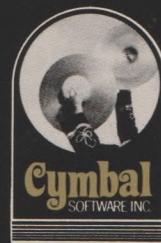
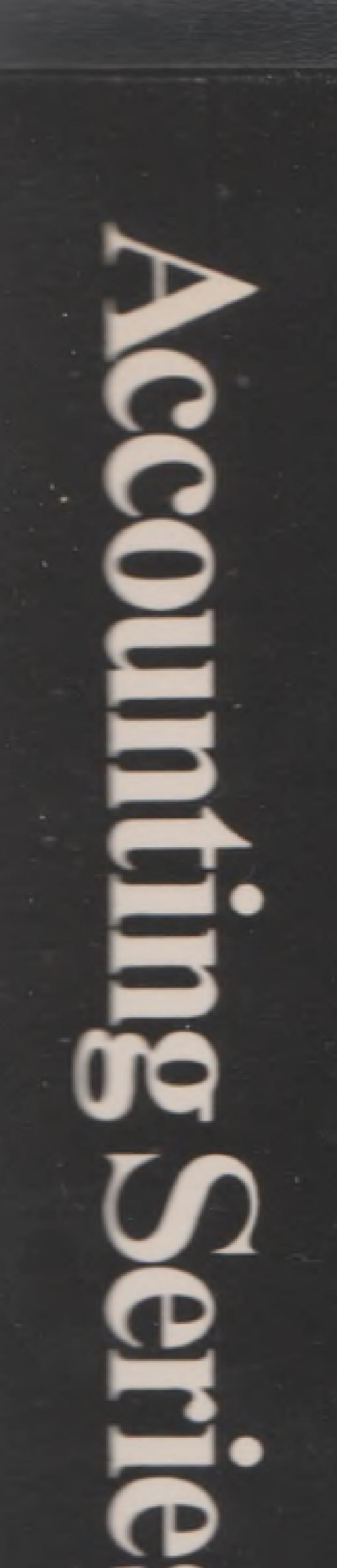


# Reference Library



for use with the Commodore 64

# Convenio Control Serie 64



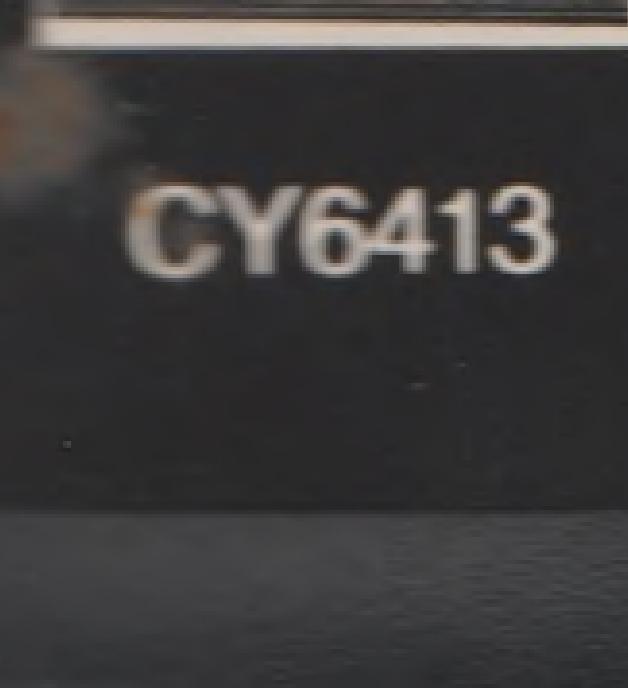
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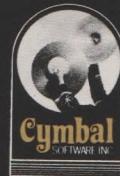
# With the Commodo 64

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# Cymbal Software Inc.



MADE IN CANADA



Cymbol Software Inc.

# Accounting Series

for use with the Commodore 64

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## Inventory Control

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User's Reference Guide

## CONTENTS

WHAT YOU NEED TO START	1
CREATING YOUR OWN COMPANY	2
LOADING THE PROGRAM	2
SIGN ON	2
EDIT INVENTORY	2
CONFIGURATION	3
INV ADJUSTMENT	4
REPORTS - QUEUEING	6
ITEM CODE	6
ENTRY JOURNAL	6
INV VALUE REPORT	7
PURCHASES REPORT	7
SALES REPORT	7
ITEM PROFIT REPORT	7
LOW INVENTORY REPORT	7
G/L ACCT BALANCE REPORT	7
INVENTORY CATALOG	7
MONTH END ROUTINE	7
SALES ENTRY	9
PURCHASES ENTRY	10
INTEGRATION WITH G/L	12

## WHAT YOU NEED TO START

To operate the Inventory Control System you need the following equipment:

- Commodore C-64 Computer
- TV or Monitor either Colour or Black and White
- 1 or 2 Disk Drives, Commodore Model 1541
- Printer
- Fan Fold Paper
- Box of Disks
- Inventory Control Program Disk and Manual
- Back Up Utility Program (available from your Dealer)

You will also need the following accounting information:

List of Inventory Items the number of items in Inventory, their cost, and selling price.

If you have the inventory information as of the end of March then you should start this system in March, entering all your inventory balances. Then after running the month end routine you can start entering all your day to day entries from the beginning of April with the correct balances from March.

The Inventory Control System is part of a true bookkeeping system designed to run on your Commodore 64 computer. In conjunction with the other accounting modules this system will provide all the functions normally found only on very expensive programs. There is room for up to 1000 items of inventory. Each month you will have room for an unlimited amount of journal entries in batches of 200. The system is so easy to use that any one in business should be able use it.

## CREATING YOUR COMPANY ON THE SYSTEM

### LOADING THE PROGRAM

Place the program disk in the disk drive and type:

```
LOAD "START",8
press the RETURN key. When the cursor
appears on the screen type
RUN
press the RETURN key.
```

### SIGN ON

For your security there is a sign on routine which signs the computer on to a particular company, in a particular month. The first thing to enter is the date, year first e.g. 83, then month e.g. 07 (July) and then the day e.g. 23.

Then enter the Month of Record. This tells the computer to which month the entries are being made, (not necessarily the current month). For example on the 2nd of August you may still be entering July's data so you would enter 7 not 8.

Next enter your Company Code. To create a company for the first time enter "NEW" and press RETURN. Then enter your New Company Code. This code can consist of any FOUR keyboard characters and is used to identify your company. Make sure you remember the company code because every time you sign on, you will have to enter the company code.

Place a data disk in Drive A.

If the disk is an unformatted disk then enter Y to FORMAT DISK (Y/N)? Entering N will just add the data to an already formatted disk.

In formatting a disk you will have to enter a Disk Name and two digit ID. The disk will be formatted and all the files needed to run this system will be created automatically. After it has created all the files the Operation Menu will appear on the screen.

### EDIT INVENTORY

The next step in setting up your company is to create your Inventory Items. Enter 16 (Edit Inventory) and press RETURN.

Simply enter the item code and press RETURN. The item code can consist of up to nine

digits, either alpha or numeric or a combination of both. If this is a new inventory item the computer will display "New Item" at the bottom of the screen. If the item already exists, the information for that item will be redisplayed ready for editing. Type over the information to make changes. Enter the units of measure (2 digits)(e.g. ea, dz). Press RETURN. Enter the description of the item (up to 15 characters) and press RETURN. Enter the minimum quantity and press RETURN. This is for the low inventory alarm report that lists all items that are below their specified minimums. Enter the selling price in cents (e.g. enter \$45.00 as 4500) and the computer will display the amount in dollars. Press RETURN. You will then be asked to confirm the entry. If you enter Y the item will be saved on the disk. If you enter N you will be asked if you wish to delete the item. If you enter Y the item will be deleted from the disk. NOTE: IF YOU DELETE AN ITEM IT WILL BE DELETED AT THAT POINT IN TIME AND DEPENDING ON THE NUMBER OF ITEMS IN INVENTORY THIS ROUTINE MAY TAKE A CONSIDERABLE AMOUNT OF TIME.

If you enter N the cursor will return to the Units of Measure window to allow editing.

If you saved the inventory item on the disk the cursor will then appear at the Item Code ready for you to enter the next inventory item code.

When you have entered all your inventory items press RETURN when the cursor appears at the item code window or press F1.

The message "Sorting New Items" will now appear on the screen. The computer is sorting the inventory items. When it has finished the Operation Menu will reappear on the screen.

## CONFIGURATION

Next, the Configuration of your Company must be set. This tells the computer what it needs to know. Enter 17 (Configuration) and press RETURN.

The first entries are the Name and address of the Company.

Enter the G/L account numbers asked for on the screen. These G/L account numbers should match the G/L account numbers in your General Ledger Accounting Program if you are transferring to the G/L. If you are not integrating with the

G/L, any 1 to 4 digit number will do.

You are then asked to enter the Printer Device Number. The number 4 that appears on the screen is the device number normally given to the printer however it can be set to whatever device number you are using. If you are not using a printer, leave it at device 4.

The lines per page are already set at 66 which is the normal number of lines. Some printers require that an extra line feed be inserted by the computer. Commodore printers do not. If your printer requires the command, change the 0 to 1 and press RETURN.

The program disk drive number is set at 8. If you are using two 1541 disk drives this number MUST be changed. The device number commonly used for another disk drive is 9. See your manual about setting the drive itself. If you are using two disk drives type in the appropriate device number and press RETURN.

The next item asks you to enter in the month of your fiscal year end. The default month is December (12). This is the month after which all the year to date totals will be reset to zero for the reports.

The next item in the configuration tells the computer if you are integrating with a G/L program. (0=no, 1=yes).

The last item in the configuration tells the computer if you are integrating with an Invoice Writer program (0=no, 1=yes).

The computer will then store all the above information on the disk and return you to the Operation Menu. You will note that your company name now appears in the top left hand corner of the screen.

#### INV ADJUSTMENT

The next step in creating the company is to enter the amount of each item you have in inventory and the cost price. This is done through the Inventory Adjustment program.

Enter 14 (Inv Adjustments) and press RETURN. The Inventory Adjustments screen will now appear. You will notice that the date displayed is the date you entered when you signed on to the system. Press RETURN to confirm. Enter any changes before confirming. If you wish to back up a window to correct an entry press the ARROW

UP key, correct the number and confirm.

The "Entry Number #" is simply a record of how many entries have been made and cannot be changed.

The "Inv Adj #" is the reference number that appears on all the reports to enable you to identify each entry. If you want to set the Inv Adj # simply type in the correct number and press RETURN. This number will increment automatically with each Journal.

Enter the first Item Code that has items in inventory and press RETURN. The computer will then bring up the units and description as verification. The computer will also bring up the amount of items on hand in the lower left hand corner of the screen.

Enter the quantity you have in inventory and press RETURN.

Enter the cost price for the items and press RETURN. Enter the amount in cents, the computer will format it into dollars.

The computer will calculate the adjustment and display it on the screen. This is the value that you have just added to inventory.

An adjustment can contain up to nine lines of entry.

To end an entry press RETURN on the next blank line. You will then be asked if you wish to save the entry on the disk. Press RETURN to save the entry. Pressing F1 will allow you to edit the entry. Pressing F1 during an entry will erase it from memory and return you to the Operation Menu.

After saving the entries, the screen will clear ready for the next entry. Continue entering your Inventory item amounts and cost prices until you have completed all the entries. When you have finished entering an E (Exit) in the first space of the year window or pressing F1 will take you back to the Operations Menu.

NOTE: THE INVENTORY ADJUSTMENT PROGRAM POSTS THE ENTRIES TO THE INVENTORY ACCOUNT AND TO THE RETAINED EARNING (CAPITAL) ACCOUNT. WHEN STARTING UP THE G/L ACCOUNTS WOULD NOT BE TRANSFERRED TO THE G/L. IN DOING THE MONTH END ROUTINE THESE G/L BALANCES ARE RESET READY FOR THE NEXT MONTH'S ACTIVITY.

## REPORTS

### Queueing

As each report is selected it is entered into the queue. Option 11 will erase the queue.

Reports can be printed to the printer or to the screen (video). This is set in Option 10.

Printing can be interrupted at anytime by pressing "S". This only works while the report is actually being printed so there may not be an instantaneous response. To terminate the queue press F1. You may have to reposition the paper in the printer after terminating an output.

### Item Code

All of the reports listed below with the exception of Options 2, and 8 can be selected by the Item Code. This means that you can have the report printed by any combination of characters contained in the Item Code. For example if our Inventory Item Code is ABCL30 where ABC is the Item Code, L is the supplier and 30 is the location of that item then we could have the report list all the Items purchased from Supplier L by entering ???L?????, or we could get a report of all the items in location 30 by entering ???30???. All you have to remember is that '?' is a general accept character and the computer will accept any character if you enter a '?'. Blanks are not general accept and will be matched only with blanks in the item code.

### Entry Journal

This report lists all the entries made in the order that they were made. The capacity of the system is 200 journal entries because of the room needed for the Inventory file. When the system has reached capacity a message will appear on the screen. The Entry Journal should then be run at that time so you have a list of all the entries that have been made. After the Entry Journal has been run then Option 15 (Clear Entry Jnl) should be run to make room for the next 200 entries. This does not affect the transfers to the G/L in any way.

### Inv Value Report

This report lists the value of the Inventory by Item Code.

### Purchases Report

This report lists the number of items purchased and their cost in the current month and this fiscal year, for each item by code.

### Sales Report

This report lists the number of items sold and the sales income for the current month, and this fiscal year, for each item, by code.

### Item Profit Report

This report lists the profit made on each item in Inventory for the current month it gives the Sales Income, the replacement cost of those items, and the net margin for the month. For the year to date it lists the total sales and then subtracts the total purchases for the year to give a net yield for the year.

### Low Inventory Report

This report lists the items that are at or below the minimum quantity specified in the Edit Inventory function.

### G/L Account Balance Report

This report summarizes the balances in the General Ledger Accounts.

### Inventory Catalog

This report gives you a list of the Inventory Items and their selling price.

### MONTH END

The month end routine resets all the current months sales figures (adding them to the year to date figure). If you wish to keep a copy of this months data disk you must make a back-up copy using the utility program obtained from your

Commodore dealer. "Transfers to the G/L must be made before the month end routine.

Enter 18 (Month End) and press RETURN. The messages "Make Sure You Have Run all Reports" and "Make Sure You Have Run A Back-Up Data Disk" will appear on the screen, if you have not done either press F1 to escape. Press RETURN and the computer will automatically do the month end routine. The message "Month End Routine, Please Be Patient" will appear on the screen.

When the routine is complete you will note that the Month of record on the screen has been changed to the new month.

## DAILY ENTRIES

### SALES ENTRY

To enter sales made select Option 13 (Sales Entry) and press RETURN. The Sales Entry screen will appear.

The date is the sign on date. To change the date simply enter the correct date.

NOTE: AFTER EACH ENTRY YOU MUST PRESS RETURN TO COMPLETE THAT ENTRY. FROM NOW ON IT IS ASSUMED THAT AFTER EACH ENTRY YOU PRESS RETURN AND THERE WILL BE NO MORE REMINDERS.

The entry number simply keeps track of the number of entries made in this batch and cannot be changed.

The Invoice # is the reference number by which each entry is identified and will appear in all the reports. This number can be changed to agree with your actual invoice numbers and will increment automatically.

The Customer is the name of the person to whom the sale was made. If it is a cash sale press RETURN and the word CASH will appear at the right hand side of this line. To post to the charge (A/R) sales acct precede the customer name with his customer number.

Enter the Item Code of the Inventory Item being sold. The description will appear for verification. The quantity on hand will appear in the bottom left hand corner of the screen.

For special charges the computer will accept 'DEL' for delivery charges, 'LAB' for labour charges, and 'TAX' for taxes. These entries will be posted to the correct G/L accounts automatically. 'REC' will allow you to accept receipts on account as part of charge sales. You may also sell items that are not in inventory. Enter the number of items sold.

Either confirm the selling price by pressing RETURN or type in a different selling price. Enter the amount in cents the computer will display the amount correctly on the screen. The computer will then calculate and display the extension.

The invoice can include nine different inventory items.

The Total is the amount of the Invoice.

The Batch Total is the amount of all the

invoices up to that point in this series of entries. Returning to Operation menu will reset the Batch Total.

Press RETURN on a blank line to end the entry. Press ARROW UP to correct entries.

To save the entry on the disk press RETURN. Pressing F1 will allow you to go back and edit the entry. Pressing F1 at any time during an entry will cancel that entry.

To exit from the Sales Entry type in an E in the first space of the year window or press F1 and you will be returned to the Operations Menu.

#### PURCHASES ENTRY

To enter purchases made select Option 14 (Purchases Entry) and press RETURN. The Purchases Entry screen will appear.

The date is the sign on date. To change the date simply enter the correct date.

The entry number simply keeps track of the number of entries made in this batch.

The Pur Ord # is the reference number by which each entry is identified and will appear in all the reports. This number can be changed to agree with your actual Purchase Order numbers and will increment automatically.

The Payee is the name of the supplier from whom the purchase was made. If it is a cash purchase press RETURN and the word CASH will appear at the right hand side of this line. For a charge purchase to be posted to the A/P account precede the Payee name with the supplier number.

Enter the Item Code of the Inventory Item being bought. The description will appear for verification. The amount of items on hand will appear in the bottom left hand corner of the screen.

Payments on acct to suppliers can be entered using 'PAY' as the item code.

Enter the quantity of items bought.

Either confirm the cost price by pressing RETURN or type in the new cost price. Enter the amount in cents the computer will display the amount correctly on the screen. The computer will then calculate and display the extension.

The purchase entry can include up to nine different inventory items.

The Total is the amount of the Purchase Order.

The Batch Total is the amount of all the purchase orders up to that point in this series of entries. Returning to Operation menu will reset the Batch Total.

Press RETURN on a blank line to end the entry. Press ARROW UP to correct entries.

To save the entry on the disk press RETURN. Pressing F1 will allow you to go back and edit the entry. Pressing F1 at any time during an entry will cancel that entry.

To exit from the Purchase Entry type in an E in the first space of the year window or press F1 and you will be returned to the Operations Menu.

### INTEGRATION WITH GENERAL LEDGER

Each Cymbal accounting program is a stand alone package that performs a specific accounting function. They also can be used together as an integrated system of programs, all passing information to the general ledger program. The programs can be integrated at any time and need not all be bought at the same time. The company code used for each module must be the same. Care must be taken to use exactly the same G/L account numbers throughout all of the packages. Any G/L accounts used must also be present in the G/L account list in the general ledger package.

No changes are required to the general ledger to receive transfers. The G/L and the transferring module data must be in the same month of record. The company configuration in each module must be set to 1 for integrating with G/L before transfers will take place. The transfers can be done at any time, and as often as desired, to keep the general ledger up to date. Each module keeps track of the untransferred balances automatically and only transfers the correct amount. Any untransferred balances left will be wiped out by the month end routine. Be sure to do a transfer before doing a month end.

To do a transfer, have your G/L data disk and program disk handy, and select option 19.

Appendix AWORK SHEETS

WORK SHEET # 1

### Inventory Items

### Inventory Items

## Inventory Items

WORK SHEET # 2

## Inventory Items

## Inventory Items

## Inventory Items



Cymbol Software Inc.

# Accounting Series

for use with the Commodore 64

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## NOTES

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